

Draft Instructions for CE Providers

1. Go to <https://mylicense.in.gov/egov> .
2. Click on Register a Business on the Left Navigation Menu.

The screenshot shows the 'MyLicense e-government' website for the State of Indiana. The header includes the logo and the tagline 'enabling responsive government'. A left-hand menu contains 'Register a Person' and 'Register a Business'. The main content area is titled 'Welcome to Indiana Online Licensing' and contains instructions for logging in, including a note that fields are case sensitive. There are input fields for 'User Id' and 'Password', a 'Login' button, and links for forgotten passwords and User IDs.

MyLicense e-government
State of Indiana
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Menu

- Register a Person
- Register a Business

Welcome to Indiana Online Licensing

Please enter your User ID and Password below, then click Login. If you don't know your User ID and Password click on the Register a Person or Register a Business links on the left menu to register.

The User ID and Password fields are both case sensitive.

User Id:

Password:

Login

Click [here](#) if you have forgotten your password.

Click [here](#) if you have forgotten your User ID.

3. Enter the license number and Registration Code provided by PLA on the registration form and click Search. If the information is entered correctly, the registration page with your CE Provider information will load.

The screenshot shows the 'MyLicense e-government' website for the State of Indiana. The header includes the logo and the tagline 'enabling responsive government'. A left-hand menu contains 'Login Page', 'Person Search', and 'Business Search'. The main content area is titled 'Business/Facility Renewals' and contains instructions for completing registration, including a note that at least two fields must be filled. There are input fields for 'License Number' and 'Registration Code', and a 'Search' button.

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Menu

- Login Page
- Person Search
- Business Search

Business/Facility Renewals

To complete registration of your business license, please enter information into at least two (2) fields below and click Search. The Registration Code can be found on the business renewal notice.

If you are a licensed individual and wish to maintain your personal license records, click [here](#) to continue.

License Number:
ex. 60000001A or RC00000012

Registration Code:

Search

4. Under the User ID section of the registration page, enter a User ID, Password, Security Question and Security Question Answer. Once all required fields have been filled out, click the Register button.

Country:	<input type="text" value="United States"/>	Phone:	<input type="text" value="5555555555"/>
Line 1:	<input type="text"/>	Fax:	<input type="text"/>
Line 2:	<input type="text" value="531 NE F Street"/>	*Email:	<input type="text" value="email@example.com"/>
City:	<input type="text" value="Grants Pass"/>		
State:	<input type="text" value="OR"/>		
ZipCode:	<input type="text" value="97526"/>		
County:	<input type="text" value="Josephine"/>		

User ID

*User Id:	<input type="text" value="CE21600003"/>	X
	<small>ex. jsmith</small>	
*Password:	<input type="text"/>	
	<small>Minimum 6 characters</small>	
*Confirm Password:	<input type="text"/>	
*Password Question:	<input type="text" value="CE21600003"/>	
	<small>ex. Favorite color?</small>	
*Password Answer:	<input type="text" value="CE21600003"/>	
	<small>ex. Blue</small>	

5. On the Registration Success page, enter the newly created User ID and Password, then click the Login button.

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Menu

- Login Page
- Person Search
- Business Search

Registration Success

Please login below with the User ID and Password you just created.

User ID:	<input type="text" value="CE21600003"/>
Password:	<input type="password" value="••••••••"/>

6. On the Licensing Home Page, click CE Provider Course Entry on the Left Navigation Menu.

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Licensing Home Page

Initial Application
Renew License
Order License Card
Mailing Address Update
CE Provider Course Entry
License Update
Logout

This page displays all licenses and applicaitons held by this facility record. Please select an option from the Left Navigation Menu.

Name: 1 Attempt (AYPORealEstate.com)
Address: 531 NE F Street
Grants Pass, OR 97526

Licenses

CE Sponsor - RE Broker	Documents
Profession: Real Estate Commission	License Number: CE21600003 License Status: Active
Secondary Type:	Issue Date: 3/3/2016 Expiration Date: 12/31/2018

7. On the CE Course listing screen, all currently offered courses will show. Select the desired course by clicking on the Course Number.

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CE Courses

From the listing of offered courses below, select the **Course Number** to add individuals who attended the course.

CE Courses

Course Number	Course Title	Course Status	Begin Date	End Date	Hours	Category
1	Indiana 4 Hour Managing Broker Course	Open	03/03/2016		4.00	Core
2	Indiana 8 Hour Real Estate Ethics	Open	03/03/2016		8.00	Core
3	Indiana 12 Hour Real Estate Law & Contract Review	Open	03/03/2016		12.00	Core
4	Indiana 12 Hour Real Estate Financing	Open	03/03/2016		12.00	Core

8. On the CE Course entry screen, enter the License Number of the Broker that attended the course, and press the Tab key on your keyboard. This will automatically populate the License Type and Licensee Name fields. If the default Course Date is different than the date the course was taken, modify the Course Date to the correct entry.
9. Repeat the process for any additional Brokers that took the course. Note that the default course date will change to the date of the first licensee entered.

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CE Course

Enter course participants.

Course Title: Indiana 4 Hour Managing Broker Course
 Course Number: 1 Status:
 Begin Date: 3/3/2016 Category: Core
 End Date: Hours: 4.00

CE Course Participants

License Number	License Type	Licensee Name	Date
RB14040776	Real Estate Broker ▼	Mary Aaron	04/03/2018
	▼		

10. Once all Brokers have been entered click the Save button. This will take you back to the Ce Course listing screen. The Couse has been saved to all licensees entered on the CE Course entry page.